

Next Steps



1. Provide your company access to your NMLS record so that they can sponsor your license (if their license is managed through NMLS).
2. Follow-up on your license status.

The next few slides will show you how.



To provide Company Access to your NMLS record:

- 1. Login to NMLS**
- 2. Click the Filing tab**
- 3. Click Company Access**

You are currently:

★ State

Company Access

Company Access



Companies listed below have been granted access to your record. Access allows a company to view your record, submit a filing to a regulatory agency, create an employment relationship, and sponsor specific licenses. Any submission to a regulatory agency requires your review and attestation.

Current Company Access

Company ID	Company Name	Company Main Address
<input type="checkbox"/> 14799	Rainy Days Mortgage	800 12th Avenue Worcester, South Carolina 58692
<input type="checkbox"/> 26152	Mortgage Associates, Inc.	22 Hampton Avenue Jamestown, Pennsylvania 78956

To grant a company access, click **Add** to search for the company. To remove access, select the checkbox(es) above and click **Remove**.

NOTE: You cannot remove a company's access to your record if you have an employment relationship with the company. To terminate an employment relationship with a company and remove access, select **Company Relationships** above. You will also need to update your Employment History by submitting an amended individual filing when employment is changing. See the [Employment Changes Quick Guide](#) for help with this process.

Add Remove

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Click Add.

Company Access



In order to find a company, you must search by the company's NMLS ID or the name of the company. To narrow the search further you may additionally search by the jurisdiction in which the company holds a license. You should request this information from the company itself.

ID:

Name:

State:

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Obtain the NMLS ID from your company. Enter the company NMLS ID number or the company exact name and click Search.

You are currently: ★ State

Company Access

Company Access

From the search results below, select the company you wish to grant access to and click **Save**.

NMLS ID	Name	Matched Name	Street	City	State	Country	Postal Code
<input checked="" type="checkbox"/>	8189	General Mortgage Co.	General Mortgage Co.	1234 Market Street	South	North Carolina	United States 58552

[Save](#) [New Search](#) [Cancel](#)

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Check the box next to the company or branch you are associated with and click Save.

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The company selected now has access to your NMLS record.

Notify your company that access has been granted so they can sponsor your license.



Viewing your Status in NMLS

The screenshot shows the NMLS website interface. At the top right, it says "Logged in as AlvaradJ" with links for "Logout" and "Resource Center". Below this is a navigation bar with tabs: "HOME", "FILING", "MLO TESTING & EDUCATION", "COMPOSITE VIEW", and "RENEWALS". The "COMPOSITE VIEW" tab is highlighted. Below the navigation bar, there is a "View Individual" link. Two red arrows point to the "View Individual" link and the "COMPOSITE VIEW" tab. On the left side, there is a sidebar with "You are currently:" and a "State" dropdown menu, and a "View Home" link. The main content area is titled "View - Home" and contains a section titled "VIEWING INDIVIDUAL RECORDS". The text in this section reads: "The record of an individual (registrant/licensee, control person, qualifying individual or branch manager) can be viewed here. You may view your own record (including historical filings), the status of license/registration requests made through NMLS, state-specific requirements placed on your record by the regulators, and information regarding company relationships and MU2 associations. You also can use this tab to view any required testing and education compliance results, the status of criminal background check and credit requests, and any regulatory actions associated with your record. To view your record, select **View Individual** above. To edit your record, select the **FILING** tab above. NOTE: Any company to whom you have granted access to your record can also view the above items. Individuals are fully accountable for information contained in their record in NMLS each time they attest to a filing." There is a "HELP" link in the top right corner of the main content area.

To check your license, test, CBC, and education status:

1. Click the Composite View tab
2. Click View Individual



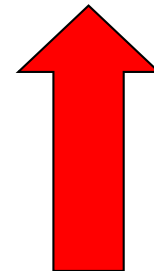
[View Individual](#)

- You are currently: [State](#)
- [View Individual](#)
- [View Personal Information](#)
- [View License/Registration List](#)**
- [View Relationships](#)
- [View MU2 Associations](#)
- [View Renewals Attestation History](#)
- [View Historical Filings](#)
- [View Education Record](#)
- [View Testing Information](#)
- [View Criminal Background Check Requests](#)
- [View Regulatory Actions and T&E Investigations](#)
- [View Individual Snapshot](#)

View License/Registration List

John Alvarado (44617) [?? HELP](#)

License Number	License Name	Status	Status Date	Original License Date	License Items	Adverse Status	Current Renewal Status	Renewed Through Year
CA-BRE: B20201	California - BRE Real Estate Broker License	Terminated - Failed to Renew	12/9/2013	2/28/2011	2	No	Renewal Requested	
CA-BRE: I1230012	California - BRE Real Estate Salesperson License	Terminated - Failed to Renew	12/9/2013	1/20/2011	2	No	Renewal Requested	
FL:400512	Florida Mortgage Loan Originator License	Approved	1/23/2014	1/20/2011	0	No	Failed To Renew	2014
	Washington Loan Originator License	Pending - Incomplete	12/17/2013		0	No		



**Click View License/Registration List on the left navigation panel.
Filings you have submitted will appear with the current status.
Click on the link under License Items to see Requirements or Deficiencies noted
by the Regulator.**

A Pending-Incomplete Status will appear for all new applicants and a Transition Requested Status will appear for those transitioning until the regulator changes the status during the review process.

License Item Information



License Name Alabama Mortgage Loan Originator License

Individual ID 1234

Active License Items

License Item Type	Title	Created Date	Created By	Updated Date	Updated By	External Note
Sponsorship	Sponsorship	8/8/2013	AndersoD	8/8/2013	-	Applicant must be sponsored by a company.

Inactive License Items

License Item Type	Title	Created Date	Created By	Cleared Date	Cleared By	External Note
ACH Payment	Funds Pending - Filing	2/26/2013	System	3/6/2013	System	


The regulator will indicate items needed to resolve Deficiencies.

A common Deficiency is Company Sponsorship. Once you have submitted your MU4 filing, alert your company so they can create a sponsorship request.

View Individual

- View Personal Information
- View License/Registration List
- View Relationships
- View MU2 Associations
- View Renewals Attestation History
- View Historical Filings
- View Education Record**
- View Testing Information
- View Criminal Background Check Requests
- View Regulatory Actions
- View Individual Snapshot

View Individual Information

Tallie Schmidt (37082)  [?? HELP](#)

The Work Email Address will be used by a Regulator to contact you and can be updated by submitting a form filing. The Personal Email Address will be used to send system notifications and can be updated in the User Profile Page.

Name: Tallie Schmidt
Social Security Number: xxx-xx-2815
Individual ID: 37082
Mailing Address: 123 Main
Hunter, Pennsylvania 15869
Business Phone Number: 555-555-5555
Extension:
Work Email Address (for regulatory contact): test@testfake.com
Personal Email Address (for system notifications): test@test.com [Update User Profile](#)
US Citizen: Yes
Viewable Regulatory Actions: Yes

Select “View Education Record” from the left hand navigation panel to determine PE and CE compliance details.

- View Individual
- View Personal Information
- View License/Registration List
- View Relationships
- View MU2 Associations
- View Renewals Attestation History
- View Historical Filings
- View Education Record
- View Testing Information**
- View Criminal Background Check Requests
- View Regulatory Actions
- View Individual Snapshot

View Testing Information

?? HELP
Tallie Schmidt (37082)

Official Test Results

Below is a list of official test results for each unique national and/or state test the Individual has taken. The Result Changed flag, if applicable, indicates the result (Pass/Fail) for the corresponding test has been changed due to a rescoring of the test.

Click the Test Name link to view all results for the selected test.

No Official Test Results were found.

If the Uniform State Test is taken, the score is combined with the National Test score and the final result and score will be presented as the SAFE Mortgage Loan Originator Test – National Component with Uniform State Content above.

[View Failed and Expired Test Results Replaced by Uniform State Test Results](#)

Open Enrollment Windows

Below is a list of open enrollment windows for the Individual. Additional tests can be selected and paid for under the [MLO Testing & Education](#) tab. See the [MLO Testing Handbook](#) for more information on Open Enrollment Windows.

Test Name	Window Begin Date	Window End Date	Status	Last Updated	Created By Entity ID
SAFE Mortgage Loan Originator Test - National Component with Uniform State Content	2/4/2014	2/6/2014	Open	2/4/2014 1:45:45 PM	37082

[View Closed Enrollment Windows](#)

Select “View Testing Information” from the left hand navigation panel to see open test enrollment windows and test results.

You are currently: State

- View Individual
- View Personal Information
- View License/Registration List
- View Relationships
- View MU2 Associations
- View Renewals Attestation History
- View Historical Filings
- View Education Information
- View Testing Information
- View Criminal Background Check Requests**
- View Regulatory Actions
- View Individual Snapshot

View Criminal Background Check Requests

Vallarie Bloom (14932)

1 A criminal background check request is pending until fingerprints have been submitted. [Schedule your fingerprinting appointment.](#)

Criminal Background Check Requests

Status	Reason Closed	Status Date	Method	Fingerprints Taken Date
Pending Fingerprint		1/28/2010	Fingerprint	

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Select “View Criminal Background Check Requests” from the left hand navigation panel to view pending fingerprint requests and closed requests.